



Peace Corps – NEPAL

Limited-term Contract Statement of Work

Attachment- I

Position Title: Pre-Service Training (PST) Driver

Work Hours: Full time +. This is a limited-term (Mid-February to Mid-June 2017) contract.

Reports to: Training Manager (TM) and General Service Manager (GSM)

Position Summary:

Under the direct supervision of the Training Manager (TM)/ PST Director, the PST Driver assists the Training Administrative Assistant (TAA) in logistical support, property management and inventory, emergency preparation and response, vehicle management and maintenance, and provision of driving services and support to Peace Corps trainers, staff, Trainees, external resource persons, etc. The PST Driver will live at the training site with other Peace Corps Trainers for up to 15 weeks. The PST driver will be required to follow a six-day work week and works during holidays and stays at the training site location during the weekend (Saturdays). Works hour is not limited to 8:00 AM – 5:00 PM and no provision for overtime.

REQUIRED QUALIFICATIONS:

1. High School or Vocational School Diploma preferred.
2. Driver License Category B and minimum of 3 years of related work experience, to include experience driving on mountain roads outside of the Kathmandu Valley.
3. Must be fluent in written and oral Nepali and have oral and written working knowledge of English.
4. Must be fully competent in the driving laws and regulations; have familiarity with local traffic laws and regulations; and have a safe driving record.
5. Basic auto repair and maintenance skills.
6. Ability to make sound safety and security-driven decisions regarding weather and road conditions for countryside travel to ensure safety of passengers;
7. Must be physically fit for duty as required by Peace Corps.
8. Must be able to live and work outside of Kathmandu for 13 to 15 weeks.

DESIRED QUALIFICATIONS:

1. Previous work with Americans or other International Organization is preferred.
2. Category F License (ability to drive minibus is desired)
3. Category A License for riding a motorbike will be a plus

MAJOR DUTIES AND RESPONSIBILITIES

PRE-SERVICE TRAINING SUPPORT:

1. Transports Peace Corps staff, Trainees, and other resource persons as assigned: local and long distance as required.

Peace Corps – NEPAL

Limited-term Contract Statement of Work

2. Transports supplies, equipment, mail, documents, and packages to/from training site and PC/Nepal Office or other designated sites as needed.
3. Maintains daily log sheet of each trip and submit the weekly log book to PST AA/ Training Coordinator/Manager for the review. Enter fueling details on log sheet each time vehicle is refueled and make sure that invoice is handed to PST AA.
4. Provides logistics support at the training site. Works with TAA and other training staff to ensure smooth opening, operation, and close-out of Peace Corps PST training site.
5. Adheres to and enforces Peace Corps Nepal motor pool policies. Keeps abreast of and obeys all traffic laws of Nepal.
6. Assists the TAA with vehicle scheduling. Ensures that vehicle is fully roadworthy before embarking on any trip.
7. Assists the TAA in establishing and maintaining a system for recording and tracking mileage and gasoline consumption, and maintenance/repairs of vehicle.
8. At TAA's request assists in the inventory and packaging of PST supplies and equipment.
9. Assists the TAA to maintain storage areas with emphasis on organization, logical use patterns, and security.
10. Assists in monitoring of all the property and equipment maintenance, and recommends corrective actions to TAA and TM.
11. Acts as an informal cross-cultural and language informant for Peace Corps Trainees by interacting closely with them during PST.
12. Carries out additional duties as assigned by Training Administrative Assistant or Training Manager.
13. The driver may have to perform duties anytime and is not limited to 8:00 AM – 5:00 PM duty hour and there is no provision for overtime.
14. Follows a six-day work week and works during holidays and stays at the training site location during the weekend (Saturdays).
15. Assist training staff in training file management and training material reproduction.
16. Integrates gender into all training events and sessions whenever possible.
17. Demonstrates respect to diversity that PCTs and staff bring by being inclusive and provide required support to all.

SAFETY AND SECURITY

1. Must be familiar with Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
2. Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.
3. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.



Peace Corps – NEPAL

Limited-term Contract Statement of Work

4. Assists in planning for maintaining safety and security, and maintains vigilance in identifying, reporting, and responding to safety and security incidents to the TM and Peace Corps Safety and Security Coordinator.
5. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
6. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.

Occasional Money Holder

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

OTHER:

1. As required and instructed by the Supervisor/Training Manager.
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior.